



Service, Science, Sustainability

Under the leadership of the Commissioner of Public Lands, our work at the Department of Natural Resources (DNR) is done with the public's interest in mind, which means transparency and public knowledge. Our decisions are guided by sound science as we manage state trust lands, native ecosystems and natural resources. We support the vision of a sustainable future by protecting and managing the natural resources so future generations will have them.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees.

We have some of the most talented people in state government. We honor diversity in the workplace and support one another with respect and trust. We invite you to learn more about our culture, our careers, and why some of the top forestry and natural science professionals have joined Washington DNR by visiting our [DNR website](#).

INTERNAL ONLY RECRUITMENT

Assistant Division Manager of Program Development Aquatic Resources Program Recruitment #2009-10-6132

Open to DNR Employees Only

SALARY RANGE: up to \$6205 per month (WMS Band II)

LOCATION: Olympia, WA

CLOSES: November 13, 2009

POSITION PROFILE:

Acts as a principal assistant to the Aquatic Resources Division Manager; this position is responsible for management of the Program Development Section, including oversight of policy, planning and sediment quality functions. This position is responsible for:

- Managing a statewide program of aquatic lands and resources, including determining appropriate uses of state-owned aquatic lands;
- Guidance and oversight on standards and conditions for application of over 4,000 leases, easements and other contracts for the use of aquatic lands;
- Oversight of the development and implementation of the aquatic lands Habitat Conservation Plan (HCP);
- Oversight of the creation and management of aquatic reserves;
- Working with private industry, local/state/federal governments, Indian Tribes and others to ensure resources are managed in a sustainable manner, and that the application of sound science is integrated into all decision making.

REQUIRED QUALIFICATIONS:

- BA/BS in natural sciences, administration or social sciences.
- Knowledge of natural resources laws and practices, real estate and contract law, hazardous waste law, appraisal and valuation techniques and marine and environmental sciences. Skilled in complex negotiations, business decision analysis, and integration of scientific, legal, financial and political issues into timely, sound decision making.
- Experience in aquatic resource policy development and application. Knowledge of budget systems, policies and procedures, merit system rules, OFM rules, business math and statistics, computer systems, revenue forecasting, and revenue systems and collections. Skilled in written and verbal communication, public presentations, cost/benefit analysis, contract management, program development and management, development of goals and objectives, and policy development.
- Experience and programmatic knowledge of the aquatic resources program to include: aquatic/marine sciences, sediment management standards and hazardous waste laws, shoreline planning laws and aquatic land planning processes, experience in aquatic land appraisal techniques and aquatic land valuation processes, aquatic ownership patterns history and laws, aquatic land management

EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including:

- [Medical](#), [dental](#), [life](#) and [long-term disability](#) insurance.
- Optional [long-term care](#), and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).
- Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs

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This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

laws and regulations.

- Knowledge of legislative and political processes. Skilled in reading and interpreting statutes and regulations, drafting legislation, reviewing and analyzing legislation, and preparation of legislative testimony.
- Knowledge of supervisory, management and organizational principles, and state personnel system. Skilled in supporting a diverse work force, interpersonal communication, delegating responsibility and authority, mentoring and supporting employees, creating common goals and providing leadership.

DESIRABLE QUALIFICATIONS:

Master's Degree in environmental sciences or public administration is highly desirable

WHO MAY APPLY

This recruitment is open to any DNR employee who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the position profile, required and desired position qualifications, and special position requirements. Please indicate in your letter of interest how you learned of this opportunity.
- A completed Resume.
- An online **voluntary** [Applicant Profile Questionnaire](#). *(This form is not required and is submitted online. Please do **not** print out and send in with application materials).*

The first screening will be based on information contained in your candidate materials.

Submit all materials by the closing date to:

Electronic method preferred

dnrrecruiting@dnr.wa.gov

OR other method

Roberta Searles
Department of Natural
Resources
PO BOX 47033
Olympia, WA 98504-7033

NOTE: Please indicate [Aquatic Program Development Manager 2009-10-6132](#) in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Kristin Swenddal at 360-902-1124 or e-mail us at DNRrecruiting@dnr.wa.gov.

